



## Employee Transfers Elimination of the STD. 612

With MyCalPAYS the STD. 612 Employee Transfer Data Form will no longer be needed for interdepartmental transfers. Since employee records are stored in an electronic format, MyCalPAYS eliminates the need to re-key employee data.

### With MyCalPAYS, when processing interdepartmental transfers, you will:

- No longer have to provide payment and deduction details, leave balances, state service balances or attendance information.
- No longer have to wait on documents to be mailed from the losing department to the gaining department in order to process an appointment.

### How It Works

- The losing department processes a **Transfer Release Action** to place the employee into his/her new position. The gaining department then processes the **Assignment Change Action** to complete the process.
- Departments will have to communicate with each other to determine the effective date and the correct position number.
- The losing department will have access to the employee's record for a period of 30 days to allow for maintenance of employee information, such as attendance and time data.

STATE OF CALIFORNIA — DEPARTMENT OF GENERAL SERVICES — HUMAN RESOURCES  
**EMPLOYEE TRANSFER DATA**  
(As of Date of Departmental Separation)  
STD. 612 (REV. 8/2001)

SEE REVERSE FOR INSTRUCTIONS

**SECTION I**

TO (NEW APPOINTING DEPARTMENT) FROM (RELEASING DEPARTMENT)

ATTENTION: TELEPHONE NUMBER PERSONNEL SERVICES SPECIALIST / PAYROLL TECHNICIAN

EMPLOYEE NAME SOCIAL SECURITY NUMBER CB ID

TO (PROPOSED CLASS) APPOINTMENT DATE (PRIOR TO TRANSFER) TIME BASE FROM (CURRENT CLASS) SEPARATION DATE TIME BASE

CLASS CODE CLASS TITLE CLASS CODE CLASS TITLE

PAYROLL DEDUCTIONS (If employee has attached a copy of STD. 612) TAX WITHHOLDING CODE AND NUMBER OF EXEMPTIONS (ADDITIONAL STATE)

CODE NUMBER AMOUNT CODE NUMBER AMOUNT

IS EMPLOYEE DIRECTLY EMPLOYED BY THE STATE? YES NO SPECIAL COMMENTS

HAS BEEN CANCELLED

EMPLOYED BY THE STATE? YES NO

INSURANCE PROGRAM

LAST PAY PERIOD NET PAY BASED ON SALARY RATE TIME PAID (Days) STANDARD OR

LEAVE CREDIT DATA / TOTAL STATE SERVICE AS OF DATE OF DEPARTMENTAL SEPARATION

AVAILABLE HOURS

SICK LEAVE VACATION LV. PERSONAL HOLIDAY SATURDAY LEAVE

YES - HOURS NO - USED

TOTAL STATE SERVICE YEARS MONTHS HOURS MSAS

PROBATIONARY PERIOD COMPLETED YES NO

IF YES, TO WHICH AGENCY

**SECTION III**

ATTENDANCE FOR CURRENT PAY PERIOD

THRU: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

REMARKS

PERMANENT EMPLOYEE (PLP)

DATE PLP BEGINS

RELEASING DEPARTMENT

GENERAL FUND

NEW APPOINTING POWER

GENERAL FUND

NON-GENERAL FUND

HRS. PLP CREDIT BEING TRANSFERRED

HRS. PLP CREDIT PAID OFF

COPY OF LEAVE CARD ATTACHED PAR ITEM 892 HAS BEEN COMPLETED AND SIGNED UNDER CONCURRING APPOINTING POWER

SIGNATURE TITLE DATE